

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE
HELD FEBRUARY 28, 1974

Present:	Mr. Schein	Mr. Carlson	Mr. Osborne
	Miss Voigt	Miss Duffy	Mr. Nicholson
	Dr. Wood	Mr. Hugel	Mr. Kilduff
	Mr. Bonnell	Mrs. Keeney	

Minutes of the last Executive Committee Meeting held December 10, 1973, and Minutes of the January Meeting of the Full Board of Trustees were accepted as sent.

TREASURER'S REPORT

In the absence of Mr. Wilson, Mr. Kilduff reported Cash Receipts for one Month Ending January 31, 1974, were \$21,515.07; Cash Disbursements \$19,535.22; Balance on hand January 31, 1974 \$620.52.

Mr. Kilduff also pointed out to the Board of Trustees the proposed budget for 1974, as shown in the January statement, shows an expenditure of \$241,980. This figure is \$20,000 less than what was approved at the September 20, 1973 meeting of the Board of Trustees for the operation of the agency for 1974. At that meeting the Board approved a budget of \$261,980. The \$241,980 budget for operation in 1974 reflects a deletion of a social work and a casework position which were expansion positions in the 1974 budget.

The Executive Committee reviewed the Income and Expenditures of the January 31, 1974 statement and after discussion unanimously approved the Treasurer's Report as of January 31, 1974.

FINANCE COMMITTEE REPORT

Mr. Nicholson reported at a meeting of the Finance Committee and Investment Advisers held yesterday, it was the consensus of the committee that no action be taken in the portfolio at this time. It was also the feeling of the committee the portfolio represented a good cash position even though there were some reversals since the last meeting of the committee. However, there was still a great stability in the present portfolio of the agency.

Mr. Nicholson's report was accepted as presented.

MENTAL HEALTH PROPOSAL FOR WEST HUDSON OFFICE

Mr. Kilduff reported he had, at the request of the Advisory Committee of Family Service Bureau in West Hudson, submitted a proposal to the Hudson County Mental Health Board for mental health funds that was budgeted at \$21,000, with a request to the Mental Health Board of Hudson County of subsidizing \$21,000. This proposal was submitted because Family Service Bureau's office in West Hudson has been providing out-patient, pre-care and after-care treatment to its

clientele in the West Hudson area since the reopening of this office in 1969. In 1974, West Hudson handled 222 cases of which 158 could be classified as cases appropriate for mental health monies because of the nature of their problems.

The proposal includes the expansion of the psychiatrist's time an additional five hours, as well as the hiring of a psychologist for five hours, together with a part-time social worker in addition to the present full time social worker now operating the West Hudson Office. If the request is granted, the monies will be used in the West Hudson area only, as there is evidence of the need for such services in this area of Hudson County that is not now being covered by any other mental health facility. The Executive Committee concurred with the action taken by Mr. Kilduff.

PROGRESS REPORT - LONG RANGE PLANNING COMMITTEE

Mr. Benell reported since the last meeting, he, Mr. Schein and Mr. Kilduff had met with Mr. David Butler of the Ironbound Manufacturer's Assn. discussing the feasibility of Family Service Bureau conducting an orientation course for employees in industrial plants that could be beneficial to them in their jobs. Mr. Butler said there was another organization in Newark that had already entered into agreements with some companies to conduct such seminars. Since the meeting, Mr. Kilduff had researched this statement of Mr. Butler and found there was evidence Mt. Carmel Guild had made an approach to industry, the result of the contact was, however, somewhat nebulous. It was his feeling even if Mt. Carmel Guild had made approaches to some manufacturing outfits, it should not deter Family Service Bureau from undertaking this project. Mr. Benell felt some type of brochure should be devised, explaining the purpose and what the hopes were for success in this program to the employers. It was his feeling, as it was Mr. Nicholson's, that personnel management should be contacted with a view of interesting them in such a seminar and also with the purpose of getting some ideas from them before a flyer is made and finalized for distribution. It was agreed Mr. Kilduff and Mr. Benell would meet within the next week to finalize a draft for this flyer. It was also the consensus of the Board the action of the Long Range Planning Committee was appropriate and should definitely be pursued.

DEFICIT FINANCING THROUGH JUNE, IF NECESSARY

Mr. Schein stated it may be necessary to deficit finance the agency through June with funds from the portfolio of the agency. It was suggested that, if necessary, the portfolio be collateralized for this money. Mr. Benell felt collateralizing the portfolio should be secondary for if the agency had money in its Investment Account, this money should be used before borrowing from the bank. Other members of the Executive Board concurred and after discussion it was moved that, if necessary, \$10,000 be taken from the Investment Account of the portfolio through June 30, 1974. However, prior to the availability of these funds, the Executive Committee suggested the Finance Committee make the final determination whether or not this amount should be collateralized with the stocks and bonds in

the portfolio or should be taken from the available monies present at the time in the U.S. Savings Bank Investment Account. It was unanimously approved by the Executive Committee.

OTHER BUSINESS

Mr. Kilduff reported to the Board that as of May 1, 1974, a new lease is being drawn by Koch & Koch that reflects an increase in rent from \$225 to \$280 for the first year of the new lease, that will run for three years. In the second and third years, the rent will go to \$300 per month. Mr. Carlson felt the proposed increase was in line with the cost of operating the building by Koch & Koch since when the first lease was signed with them, Koch & Koch wanted \$325 a month, but agreed in the first three year lease \$225 a month.

It was the consensus of the Executive Committee the rental for West Hudson Offices for the next three years as proposed by Koch & Koch was acceptable and in line with costs today.

Next meeting of the full Board of Trustees will take place on March 28th at 11:45 a.m. at the agency's office.

Edward V. Kilduff